

POSTING DATE: August 30, 2006

CLOSING DATE: September 7, 2006

**ANTICIPATED VACANCY NOTICE
PUBLIC ASSISTANCE CONSULTANT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

THE DEPARTMENT OF SOCIAL SERVICES' MEDICAL CARE ADMINISTRATION DIVISION, ALTERNATE CARE UNIT IS PRESENTLY RECURITING TO FILL ONE (1) FULL-TIME PUBLIC ASSISTANCE CONSULTANT POSITION LOCATED AT ITS CENTRAL OFFICE IN HARTFORD (PCN # 33041).

POSITION: Public Assistance Consultant

BARGAINING UNIT: Social and Human Services (P-2)

HOURS OF WORK: Monday Thru Friday (40) hours

SALARY RANGE: \$61,858 - \$78,410 annually (SH 26)

**LOCATION: Alternate Care Unit
25 Sigourney Street
Hartford, CT 06106**

OPEN TO : State Employees

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the Public Assistance Consultant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

Duties/Responsibilities: The position is responsible for the regulations, fair hearing preparation, the writing of policies and procedures, correspondence to providers, preparation of documents pertaining to cost caps and program eligibility changes as it relates to the Connecticut Home Care Program for Elders.

General Experience: Eight (8) years of professional experience in a social services program.

Special Experience: One (1) year of the General Experience must have been in a lead or consultative capacity with responsibility for case review and evaluation and/or technical policy interpretation and implementation at the level of Family Independence Representative, Lead Eligibility Services Worker, Social Services Lead Investigator, Social Services Program Assistance Specialist or Social Worker.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

PLEASE NOTE: This position will be filled in accordance with all applicable re-employment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION PROCEDURE: To apply you must submit an original completed State of Connecticut Application for Examination or Employment (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. Please forward your completed original State of Connecticut Application (Form PLD-1) to:

**Maria Taylor, Personnel Officer
Department of Social Services
Human Resources Division 12th Floor
25 Sigourney Street
Hartford, Connecticut 06106-0533
Fax: (860) 951-2979**

APPLICATIONS MUST BE RECEIVED BY September 7, 2006 CLOSE OF BUSINESS

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER